

**POSITION DESCRIPTION  
COUNTY OF TIPPECANOE, INDIANA**

**POSITION:** Deputy Prosecuting Attorney/Child Support  
**DEPARTMENT:** Prosecuting Attorney/Child Support  
**WORK SCHEDULE:** 8:00 a.m. - 4:30 p.m., M-F  
**JOB CATEGORY:** SO (Special Occupations)

**DATE WRITTEN:** September 1998

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Deputy Prosecuting for the Prosecuting Attorney/Child Support, responsible for establishing, monitoring and enforcing child support for custodial parents.

**DUTIES:**

Assists child support Case Workers in drafting and filing court documents, such as pleading and court orders. Checks for service for service of process, and schedules hearings.

Reviews, prepares and presents cases in hearings, including examining court orders and other documents, calculating child support arrearage, and working closely with other department personnel as needed. Reviews and forwards cases for potential criminal prosecution.

Maintains written and telephone communication with custodial parents, opposing attorneys, various child support agencies/departments, state and local Department of Family and Children, and genetic testing laboratories. Communicates with non-custodial parents and their employers, work release, and house arrest programs regarding compliance with negotiations, court orders and wage assignments.

Responds to inquiries and complaints from callers/visitors as needed.

Periodically assists in reviewing and updating office procedures as appropriate.

Maintains current knowledge of child support court decisions, legislation and procedures by reviewing publications and periodicals, and by periodically attending conferences.

Performs related duties as assigned.

**JOB REQUIREMENTS:**

Doctorate Degree in Jurisprudence with license to practice law in Indiana.

Through knowledge of and ability to make practical application of family and paternity case law, Indiana code and rules of procedure.

Ability to conduct legal research, and prepare and present cases in legal proceedings. Ability to maintain confidentiality of information as required.

Working knowledge of standard English grammar, spelling and punctuation and ability to effectively communicate orally and in writing with co-workers, other County departments, child support agencies, custodial parents, and non-custodial parents and their employers, work release, and house arrest programs, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to make simple arithmetic calculations and properly operate various office equipment, including computer, printer, typewriter, calculator and telephone.

Ability to plan and lay out assigned work projects, work rapidly for long periods, and work with others in a team environment, often under time reassurance.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to regularly work extended hours, occasionally work evening and weekend hours, and occasionally travel out of town for training, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

#### DIFFICULTY OF WORK:

Incumbent applies a broad scope of regulations in developing effective approaches for enforcing child support orders. Incumbent exercises independent judgement in adapting basic guidelines and accepted procedures to meet specific situations and fit complex or contradictory circumstances.

#### RESPONSIBILITY:

Incumbent makes a major contribution to department goals and objectives, performing according to legally defined procedures and standard practices of the profession, and discussing with supervisor unusual or unprecedented situations. Incumbent receives indirect supervision, with work periodically reviewed for soundness of judgement and compliance with legal requirements.

#### PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, child support agencies, custodial parents, and non-custodial parents and their employers, work release, and house arrest programs, for purposes of exchanging and explaining information, arguing cases, and negotiating agreements.

Incumbent reports directly to Deputy Prosecuting Attorney/Supervisor.

#### PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a courtroom or a standard office environment involving sitting for long periods, sitting and walking at will, close vision, hearing communication, speaking clearly, handling/grasping/fingering objects, occasionally lifting/carrying objects weighing less than 25 pounds, and exposure to distraught and/or potentially violent/hostile individuals. Incumbent regularly works extended hours, occasionally works weekend and evening hours, and occasionally travels out of town for training, sometimes overnight.